

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

Max Tuitele
Deputy Director,
Personnel/Administration

Steve Lefiti
Acting Deputy Director,
WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Service Coordinator</i>		Posting Date: <i>December 13, 2021</i>	Serial No.: <i>234-21</i>
Department/Division: <i>Public Health/Part C Helping Hands Program</i>		Closing Date: <i>December 27, 2021</i>	Announcement No.: <i>169-21</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to Public</i>	Pay Grade and Salary Range: <i>GS 11/ \$17,069 – 42,412p.a.</i>	

General Description:

The HHEIP Service Coordinator coordinates and monitors all early intervention services provided for assigned infants, toddlers, and their families. Coordinates all Assessments for all infants and toddlers referred to the program and facilitates Individualized Family Service Planning (IFSP) Team for infants and toddlers found eligible to receive early intervention services. Works closely with clinical team to ensure quality of service provided to infants, toddlers, and their families.

Key Duties and Responsibilities:

- Responsible for conducting all intakes for all new assigned referrals to gather family background, medical history, and discusses all procedural safeguards with families;
- Responsible for coordinating the performance of evaluations and all necessary specialists assessments
- Responsible for gathering all completed evaluations and assessments from specialists to prepare child's record;
- Facilitates and participates in the development, review, and evaluation of Individualized Family Service Plans (IFSP)
- Assists families in identifying available service providers and handles all referrals to necessary services providers;
- Coordinates and monitors the delivery of available services as outline on a child's IFSP;
- Informs families of the availability of advocacy services;
- Coordinates child's appointments with medical and health providers as needed and necessary;
- Facilitates the development of a transition plan with families to preschool services and Special Education Services, if appropriate
- Coordinated all services across agency lines as necessary or requested by family members;
- Serves as the single point of contact in helping parents to obtain the services and assistance they need;

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139

"Here To Serve"

- Provides family support and/or counseling as it pertains to the overall deliverance of assigned child's intervention services stipulated on the IFSP;
- Coordinates the provision of early intervention services and other services (such as medical services for other than diagnostic and evaluation purposes) that the child needs or is being provided.
- Facilitates the timely delivery of available services between Specialists to ensure timely services
- Continuously seeking the appropriate services and situations to benefit the development of each child being served for the duration of the child's eligibility
- Other duties as assigned by Part C Director and/or Program Manager

Knowledge, Skills and Ability:


- Must demonstrate knowledge and understanding about infants and toddlers who are eligible under Part C
- Must have knowledge of the Individuals with Disabilities Education Act (IDEA) and the federal regulations for Part C, the nature and scope of services available under the Territory's intervention program
- Must have strong assessment skills and report writing and documentation skills
- Must be fluent in the Samoan language
- Must have a valid local driver's license

Academic and Experience Requirements:

- Applicant must have a Bachelor Degree from an accredited school plus 3 years of experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources